



Human Resources

DATE POSTED: October 28, 2005

REQ. # 05-270

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-28-2005** TO **11-10-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES

POSITION AVAILABLE
HOUSING PROGRAM SPECIALIST

OF OPENINGS
3

STARTING SALARY
\$16.26 / hour

COMMENTS
Driving Position This is a two - three year grant funded full time position.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 883
PAY GRADE 18
SALARY : \$16.26 - \$26.11
HOUSING PROGRAM SPECIALIST - GRANTS

MAJOR FUNCTION: Grant funded position to provide technical and administrative support functions for the Hurricane Housing Recovery Program (HHRP) and the Community Development Block Grant (CDBG) Disaster Recovery Initiative.

ESSENTIAL JOB FUNCTIONS: Administration of all facets of the grants and assist with all housing programs. Ability to work independently with a minimal amount of supervision in the application process of grant recipients. Ability to converse with applicants and lenders in a professional manner. Performs duties of a staff assistant by participating directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the program. Prepares forms and processes correspondence pertinent to the grant. Establishes and maintains specialized office files for the grants. Maintains files, correspondence, reports and technical materials associated with applications for grant assistance. Assembles and disseminates information. Receives, screens calls and refers callers to other employees or agencies as appropriate. Takes notes and minutes of grant related meetings and functions as required. Assists the Coordinator in the preparation of Annual, Quarterly and Final Closeout Reports. Performs any other duties as required by the Supervisor. Acts as receptionist for the Division in the absence of the Receptionist and other duties as requested or assigned.

RESPONSIBILITIES: Assist clients with completing, processing and award of grant funds. Responds to questions regarding the grant as necessary. Maintains a detailed Contact log. Works with Supervisor to determine what and when documents are to be sent. Mails closing documents to underwriting departments and title companies for the down payment assistance program. Maintains records of the dissemination of documents. Knowledge of WordPerfect, Word, Excel, Quattro Pro, Power Point Presentations. Prepares and distributes approved applications to the appropriate resources. Maintains department filing system, including all grant correspondence, memorandum, individual grant requests and applications. Answers and returns calls, ensuring that all constituents are handled in a prompt and efficient manner. Conducts informational seminars and workshops pertaining to the grant program. Attends meetings with and in the absence of the Housing Manager. Processes and maintains applications in compliance with State and Federal guidelines. Assists in the preparation of grant applications and related correspondence. All other duties as assigned.

WORK HAZARDS: Use of computer equipment monitors which may have an effect on vision.

EDUCATION: A four year degree in Business, or related field from an accredited college or university is preferred. A comparable amount of training and/or experience may be substituted for the minimum education qualifications based on one year of experience for one year of education.

LICENSE, CERTIFICATION, OR REGISTRATION:

A valid driver's license is required and a clean driving record.

THIS IS A TWO – THREE YEAR GRANT FUNDED FULL TIME POSITION